

OFFICE OF TRAINING BULLETIN

Number 65

September 1962



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SAVE THIS COPY OF THE BULLETIN

because it contains:

25X1A

The Schedule of OTR's courses given at headquarters and at [REDACTED] for the academic year 1962-63.

The names, office addresses, and telephone extensions of Chief Instructors of OTR's courses.

The Directories, which include the names of Training Officers, their office location and telephone numbers.

Information on the off-campus program for the fall, and the FSI Schedule for the year, and

It should be used to supplement the Catalog of Courses which you already have, or will receive shortly.

Courses are listed alphabetically in the Index on Page In the text they are arranged according to the School or Staff responsible for the instruction. They are identified as full-time or part-time, with total hours indicated in parenthesis. Inclusive dates are listed under the title. If a course is not formally scheduled we have noted it as "Scheduled on Request." Some September dates predate publication of the Bulletin: These dates were announced in earlier editions but we chose to print them here so that those who have to plan training programs will have an idea of the frequency of a course during the year.

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Courses are usually given as classroom instruction. If there is a special requirement that cannot be met through the regular scheduled program, arrangements may be made with the Chief of the School or Staff to have the subject-matter tailored especially for a group or to have it given tutorially.

Except for Dependents Briefing and CIA Review, registration is by way of a completed Form 73, "Request for Internal Training." The form is due in the Registrar's office before the close of registration which, for headquarters, is one week before the course begins and for the [REDACTED] two weeks before the starting date. Registration for Dependents Briefing and CIA Review is presently handled through extension 5069.

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If you need information as to the classroom for headquarters courses, call the Admissions and Information Branch of the Registrar Office, extension 5517. If you need additional copies of the Bulletin or the Catalog call the same extension.

NOTETAKING TECHNIQUES COURSE ON TV

A Notetaking Techniques course will be given on Washington's education television station, WETA (Channel 26), beginning 2 October 1962. The course is sponsored by Strayer Junior College and will be conducted on Tuesdays and Thursdays at 9 p.m. The instructor is Sue Guyon of the Strayer school.

The course is designed for professional people and high school students who plan to attend college. It will cover Notehand, a revised system of Gregg Shorthand with symbols that "can be learned in an hour." How to listen, organization of notes, and what notes to take will also be covered in the course.

The fee for a text and course material will be \$15.00.

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INFORMATION ON COLLEGE SCHOLARSHIPS AVAILABLE

AIB/RS/TR has a copy of the U. S. Office of Education's new pamphlet, "Financial Assistance for College Students: Undergraduate". The pamphlet lists the number and amount of scholarships, closing dates for scholarship applications, amount of aid provided, and other pertinent matter. Employees may review the brochure in Room GC-03 or they may obtain a copy from the U. S. Government Printing Office at their own expense for their personal use.

OFF-CAMPUS OFFERINGS EXPANDED - REGISTRATION
13 AND 14 SEPTEMBER

Several modifications of significance have been planned for employees wishing to avail themselves of college-credit courses offered as part of the self-improvement program conducted after hours this fall, at Headquarters Building. Briefly, these are worthy of special notation:

1. American University is sponsoring two courses in economics.
2. George Washington University undergraduate courses under the auspices of the College of General Studies, are being extended to include junior-senior level subjects.
3. Graduate-level courses are offered for the first time.

At the request of the Office of Research and Reports, arrangements have been made with American University to permit presentation of a graduate course "Economic Theory" and a senior-credit course entitled "Introduction to Quantitative Economics." For qualified students, the former course will be creditable at AU toward a Master of Arts in Economics. The latter is a "tools" course, recommended by Dr. W. Donald Bowles, Chairman of the Economics Department at AU, as preparatory to a more advanced course, Quantitative Economic Analysis which will be offered later. The course in Economic Theory will be taught on Tuesdays, and Introduction to Quantitative Economics, on

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OFF-CAMPUS (cont.)

Thursday; each by Agency instructors. Courses will begin in the week of 17 September. Final details on registration for the two AU courses will take place on Thursday morning, 13 September in Room 4F-31. Preliminary expression of interest indicates that maximum enrollments have already been obtained from ORR. Qualified employees whose names have not yet been placed on tentative rosters will be required to consult the OTR Registrar before Monday, 10 September.

Four of the freshman-sophomore courses initiated at Langley under GWU auspices in January will be repeated this fall. These are:

- Accounting 1 - Introductory Accounting
- Economics 1 - Principles of Economics
- English 1 - English Composition
- Psychology 1 - General Psychology

Of the above, only English 1 requires a pretest at time of registration or before that time, by calling extension 5513.

Two courses are being offered for the first time:

- History 39 - The Development of European Civilization
- English 71 - Introduction to American Literature

It will now be possible to convert these courses to the normal academic pattern of odd-numbered courses to begin in the fall and even-numbered courses starting in the spring so as to parallel the on-campus pattern of scheduling. Those students who completed a three semester hour introductory course last spring plus those who initiate a similar course this fall can plan their scheduling so as to complete any requisite six-hour block in the semester beginning January 1963. In the case of students who have completed History 71 and History 72, the six-semester hour prerequisite has already been met for more advanced courses in American History.

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OFF-CAMPUS (cont.)

At the junior-senior level, several diversified courses have been selected. These include:

- Business Administration 101 - Introduction to Business
- Business Administration 171 - Principles of Transportation
- Political Science 111 - Introduction to Comparative Government
- Speech 111 - Effective Speech Communication

Negotiations are proceeding satisfactorily with the School of Government, Business, and International Affairs looking toward the establishment of courses at Headquarters which will lead to the degree of Master of Arts in International Affairs. GWU has designated Dr. John Withrow Brewer as faculty advisor for this program. Dr. Brewer is Chairman of the Department of International Affairs and also serves as faculty advisor for the cooperative GWU program conducted at the National War College. As has been previously reported, admission prerequisites will be discussed at an assembly of interested candidates. Dr. Brewer has proposed that such an assembly be deferred until early November. This meeting of potential candidates and a faculty advisor can thus take place at a time when working details will have been accomplished and Dr. Brewer's security clearance completed. Meanwhile, permission has been granted to present any 200-level course for which adequate interest is expressed. It is believed that sufficient registrants may be found to warrant offering one of these two courses.

- Political Science 213 - Readings in Comparative Government and Politics
- Political Science 271 - Problems in International Politics and Organization

Less likely, but presented as alternatives in event a demand exists, are:

- Political Science 277 - Seminar: Latin American Government
- Political Science 293 - Seminar: International Politics and Government in the Pacific Area

Any of the above courses will definitely count toward graduate course requirements for students accepted by George Washington University as fully qualified applicants for a MA in International Affairs.

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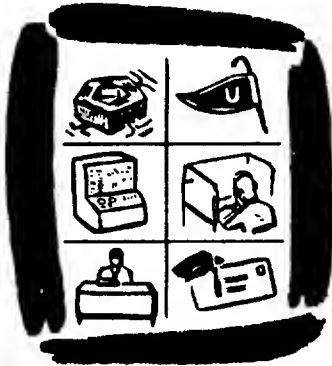
OFF-CAMPUS (cont.)

GWU's courses will begin during the week of 24 September. Registrants for these courses should report to Room GC-03 between 0900 and 1700 hours on 13 or 14 September. The courses for which the requisite number is enrolled by 14 September will remain open during the following week for additional registrations; those not having at least ten registrations by the close of business on 14 September will be canceled immediately.

Each of the courses carries three semester hours credit. Tuition for AU and GWU off-campus courses will be \$22.00 a credit hour. Additional details on registering, payment of fees, schedules of classes, and names of instructors will appear in a Special Bulletin. In the meantime, employees may phone extension 5513 or 5517 for information. Employees who may not be identified with the Agency on GWU's or AU's records may obtain assistance regarding alternative plans by consulting the Registrar, OTR, Room GC-03.

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External **PROGRAMS**

In the External Programs Section are summaries of non-Agency programs, meetings, and courses thought to be of general interest. Announcement of such programs in this section of the Bulletin does not necessarily mean that employees will be approved for attendance at the expense of the Agency. Agency sponsorship of these or any other external programs may be approved under certain circumstances.

Registration

Applications for external training under Agency auspices are sent through Training Officers to the Chief of the External Training Branch. An employee who wants to participate in external study at his own expense is required to make arrangements in accordance with the provisions of [REDACTED]

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Information on external programs may be obtained from the Admissions and Information Branch. AIB maintains a collection of catalogs, brochures, directories, and other publications of academic, commercial, and Government institutions.

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NEW COURSES--GRADUATE SCHOOL, DEPARTMENT OF
AGRICULTURE

USDA's Graduate School has added new courses to its resident evening program for the academic year 1962-63. These include:

English for Foreigners
Swahili
Introduction to Cybernetics
Data Processing on Electronic Computers -- UNIVAC 1107
Advanced Space Science
Legislative Process
Satellite Meteorology
Dynamics of Organization (Seminar)
Mathematics for applied Electricity
Radar Systems Engineering

SPECIAL PROGRAM--GRADUATE SCHOOL, DEPARTMENT OF
AGRICULTURE

The Graduate School of the Department of Agriculture has scheduled a special, day-time programs for 1962-63. These include:

Critical Issues and Decisions: A Program for Federal Executives

Second Program

Phase I - October 16, 1962, 9:30 a.m. to 4:30 p.m.
Phase II - October 30, 1962, 9:30 a.m. to 4:30 p.m.
Phase III - November 6, 8, 13, 15, 20, 22, 27, 29, 1962;
December 4, 6, 11, 13, 1962.
Each Tuesday seminar: 9:30 - 11:30 a.m.
Each Thursday lecture: 1:30 - 2:30 p.m.
followed by a two hour seminar.

Follow- March 5, 1963
Up June 4, 1963
(Optional) September 3, 1963
December 3, 1963

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USDA (cont.)

Third Program

- Phase I - January 8, 1963, 9:30 a.m. to 4:30 p.m.
- Phase II - January 29, 1963, 9:30 a.m. to 4:30 p.m.
- Phase II - February 5, 7, 12, 14, 19, 21, 26, 28, 1963;
March 5, 7, 12, 14, 1963.
Each Tuesday seminar: 9:30 - 11:30 a.m.
Each Thursday lecture: 1:30 - 2:30 p.m. followed
by a two hour seminar.

Follow- June 4, 1963
Up September 3, 1963
(Optional) December 3, 1963
March 3, 1964

Leadership Institute on the Older Employee
8 - 12 October 1962

Statistical Methods for Federal Executives

6 November - 18 December 1962
(Classes: Tuesday and Thursday,
9:30 - 11:30)

Automatic Data Processing for Federal Executives

31 October - 14 December 1962
(Classes: Wednesday and Friday,
9:30 - 11:30)

Federal Contract Negotiation Institute

22 October - 26 October 1962

Management Development Program for Federal Executives

Fifteenth Program

- Phase I - November 13 and 14, 1962, 9:30 - 5:00 p.m.
- Phase II - February 24 through March 5, 1963
- Phase III - June 3 and 4, 1963, 9:30 - 5:00 p.m.

Sixteenth Program

- Phase I - November 15 and 16, 1962, 9:30 - 5:00 p.m.
- Phase II - March 6 through 15, 1963
- Phase III - June 6 and 7, 1963, 9:30 - 5:00 p.m.

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Reading Improvement Program

(Classes meet for one hour three times
a week)

29 October 1962 - 18 January 1963

(No classes 24 December - 4 January 1963)

21 January 1963 - 29 March 1963

1 April 1963 - 7 June 1963

10 June 1963 - 16 August 1963

FOREIGN SERVICE INSTITUTE: SCHEDULE OF COURSES FOR
REMAINDER OF FY-1963

Mid-Career Course in Foreign Affairs (12 weeks)

1 October 1962

2 January 1963

1 April 1963

Area Studies

Foreign Area Analysis (1 week)

10 September 1962

8 October 1962

5 November 1962

3 December 1962

28 January 1963

25 February 1963

25 March 1963

22 April 1963

20 May 1963

17 June 1963

Regional Seminars (Eastern Europe and the USSR; Latin
America; Near East and North Africa; Africa, South of
the Sahara; South Asia; Southeast Asia; China; and North-
east Asia) (2 weeks)

17 September 1962

15 October 1962

12 November 1962 (except Eastern Europe and
the USSR, China)

10 December 1962

4 February 1963 (except Eastern Europe and
the USSR, China)

4 March 1963

1 April 1963 (except Eastern Europe and
the USSR, China)

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FSI (cont.)

29 April 1963 (except Eastern Europe and
the USSR, China)

27 May 1963

24 June 1963 (except Eastern Europe and
the USSR, China)

Languages

Arabic (22 weeks/21 months)

10 September 1962

25 February 1963

Arabic (at Beirut) (21 months)

3 September 1962

Arabic, Western (at Tangier) (21 months)

10 December 1962

Burmese (50 weeks)

6 May 1963

Chinese (22 weeks/24 months)

25 February 1963

Chinese (at Taichung) (advanced) (12 months)

October 1962

7 January 1963

French (16 weeks)

10 September 1962

25 February 1963

8 October 1962

25 March 1963

5 November 1962

22 April 1963

3 December 1962

20 May 1963

3 January 1963

17 June 1963

28 January 1963

French (6 months)

8 October 1962

5 November 1962

3 January 1963

22 April 1963

German (16 weeks)

10 September 1962

5 November 1962

3 January 1963

25 February 1963

22 April 1963

17 June 1963

German (6 months)

8 October 1962

Hebrew (24/44 weeks)

3 January 1963

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Hindi/Urdu (22/44 weeks)
 3 January 1963
 Indonesian (22 weeks)
 5 November 1962
 Indonesian (50 weeks)
 6 May 1963
 Italian (16 weeks)
 10 September 1962
 3 December 1962
 Japanese (22 weeks)
 25 February 1963
 Japanese (at Tokyo) (21 months)
 24 September 1962
 Japanese (50 weeks)
 7 January 1963
 Korean (24 weeks)
 25 February 1963
 Persian (50 weeks)
 19 November 1962
 Polish (24 weeks)
 25 February 1963
 Portuguese (6 months)
 7 January 1963
 Russian (50 weeks)
 1 April 1963
 Serbo-Croatian (22 weeks)
 3 January 1963
 Spanish (16 weeks)
 10 September 1962
 8 October 1962
 5 November 1962
 3 December 1962
 3 January 1963
 28 January 1963
 Spanish (6 months)
 8 October 1962
 7 January 1963
 8 April 1963
 Swahili (26 weeks)
 29 October 1962
 Thai (22 weeks)
 25 February 1963
 Thai (50 weeks)
 7 January 1963

25 February 1963
 25 March 1963
 22 April 1963
 20 May 1963
 17 June 1963

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Turkish (24/44 weeks)
10 September 1962
Vietnamese (24 weeks)
25 February 1963

CENTER FOR INTERNATIONAL STUDIES--CORNELL UNIVERSITY

A Center for International Studies was established at Cornell University in July 1961. The purpose, the Center is to coordinate and strengthen research and teaching programs in international studies carried on by Cornell's schools and colleges. Members of the Center advise the administration and faculty on academic projects overseas and serves as a link between Cornell University and other universities and governmental or private agencies that are active in international studies.

In March 1962 the University received a grant of \$3,250,000 from the Ford Foundation for the support of non-Western studies at Cornell, including its Southeast Asia Program, the China Program, and the International Agricultural Development Program. Developmental funds are available to the Latin American Program, the Committee on Soviet Studies, the Committee on South Asian Studies, and to a variety of new research projects within the faculty.

The Foundation has made another grant to Cornell in the amount of \$432,000 to assist in development of the newly created Labor Relations Research Institute in Bombay, India. Members of the faculty of the School of Industrial and Labor Relations will go to India to advise the director and staff members of the Institute. During the next four years, several Indian staff members and a limited number of graduate students will participate in the program at Cornell and other industrial relations centers in the United States.

In addition, the University has received a joint grant of \$600,000 from the Carnegie Corporation of New York and Britain's Nuffield Foundation. This grant will be used to support study of the societies of China and Southeast Asia to be conducted over the next five years by Cornell and two schools of the University of London--the School of Oriental and African Studies and the London School of Economics and Political Science.

TWO ORGANIZATIONS TO MERGE

The American Institute of Electrical Engineers and the Institute of Radio Engineers have announced plans to merge, effective in January 1963. The new organization will be known as the Institute of Electrical and Electronic Engineers.

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AMA PUBLICATION

PROFIT POTENTIAL IN THE DEVELOPING COUNTRIES
(May be borrowed. Call extension 5517)

Part One. Factors in U. S. Business Expansion Overseas
Part Two. Advantages offered by the Developing Countries
Part Three. Economic Development in 75 Countries

TRANSPORTATION MANAGEMENT INSTITUTES--THE AMERICAN UNIVERSITY

The American University's School of Business Administration will conduct five Transportation Management Institutes the Academic Year, 1962-63:

16th Air Transport Management Institute, 5 - 16 November 1962
17th Railroad Management Institute, 7 - 18 January 1963
3rd Motor Carrier Executive Conference, 19 - 21 February 1963
15th Institute of Industrial Transportation and Traffic Management, 11 - 22 March 1963
16th Ocean Shipping Management Institute, 29 April - 10 May 1963

These professional institutes are designed for middle management executives--who are, or will be dealing with current problems of transport management, management procedures and problem solving techniques, and regulation policies and procedures. Instruction is given through lectures, seminars work-group reports, case studies, and field trips. Sessions are held daily from 9 a. m. to 5 p. m. in the Downtown Center of the American University, 1901 F Street, N. W., Washington, D. C.

The program outline for the Sixteenth Air Transport Management Institute may be obtained by calling extension 5517.

CONFERENCES FOR CORPORATION EXECUTIVES - SAIS

The School of Advanced International Studies of Johns Hopkins University has announced its schedule of Conferences for Corporation Executives for the Academic Year, 1962-63.

These conferences are for executives who have responsibilities in the field of international business. They include reviews of developments in trade, investments and industry in critical geographic areas. Guest

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lecturers are officials in the United States Government, representatives of foreign governments, labor leaders, and business executives.

Employees of the Agency attend on a non-participating basis and as guests of the Foreign Services Educational Foundation affiliated with SAIS. The Agency has a quota at each conference. Applications must be in the office of C/External Training Branch/RS/TR at least two weeks before the date of each conference. C/ETB will notify the Training Officers of the applicant's acceptance.

Schedule:

The Middle East Today 22 - 23 October 1962

A survey of recent changes and developments in the Middle East and of their impact on U. S. business operations.

Business Prospects in Latin America 18 - 19 December 1962

A review of trends and events in an area of great importance to the U. S. foreign trade community.

Current Developments in Western Europe 12 - 13 February 1963

An analysis of recent developments in Europe and of their effect on U. S. business.

U. S. Business in Africa 15 - 16 April 1963

A discussion of the problems facing U. S. business in this rapidly developing market and source of raw materials.

ATTENTION: TRAINING OFFICERS

Copies of the Fall 1962 issue of Interagency Training Programs, published by the Civil Service Commission, have been forwarded by the Admissions and Information Branch/RS/TR to all Training Officers. If you have not received your copy or want additional copies, call [REDACTED] extension 5517.

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Military Reservist **A C T I V I T I E S**

In the July issue we published a six month schedule. The following are additional programs for Army Reservists:

DEPARTMENT OF THE ARMY

Chemical Corps School, Ft. McClellan, Ala.
3-I-F5 Radiological Safety - 2 Dec 62

Dugway Proving Grounds, Dugway, Utah
3-G-F6 CBR Weapons Orientation - 17 Sep 62, 1, 8,
15, 29 Oct 62, 5, 12, 26 Nov 62, 3, 10, Dec 62

Artillery & Missile School, Ft. Sill, Okla.
6-A-F6 Senior FA Officer - 9 Sep 62

Infantry School, Ft. Benning, Ga.
7-A-C8 Infantry Field Grade Officer Refresher - 21 Oct 62

Medical Service School, Ft. Sam Houston, Tex.
8-A-C10 AMEDS Co Grade Officer Refresher - 28 Oct 62

Ordnance School, Aberdeen Proving Ground, Md.
9-A-F29 Ordnance Officer Conventional Materiel
Refresher - 9 Sep 62, 2 Dec 62

The Provost Marshal General's School, Ft. Gordon, Ga.
19-G-F8 Industrial Defense & Disaster Planning - 28 Oct 62

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INTELLIGENCE SCHOOL

ADMINISTRATIVE PROCEDURES
(Ft-120 hrs)

1962	8 Oct - 26 Oct
	3 Dec - 21 Dec
1963	18 Feb - 8 Mar
	6 May - 24 May

BUDGET AND FINANCE PROCEDURES
(Ft-80 hrs)

1962	24 Sep - 5 Oct
	3 Dec - 14 Dec
1963	18 Feb - 8 Mar
	29 Apr - 10 May

CIA INTRODUCTION
(Pt-3 hrs)

Scheduled on request

CIA REFRESHER
(Pt-2 hrs)

Scheduled on request

CIA REVIEW
(Pt-2 hrs)

1962	11 Sep	1963	8 Jan
	9 Oct		12 Feb
	13 Nov		12 Mar
	11 Dec		9 Apr
			14 May
			11 Jun

CLERICAL INDUCTION
(Ft-40 hrs min.)

Begins each Monday

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INTELLIGENCE SCHOOL

CLERICAL ORIENTATION

(Ft-18 hrs)

Begins each Tuesday

CLERICAL REFRESHER

(Pt-20 to 30 hrs)

1962	10 Sep -	5 Oct	1963	11 Feb -	8 Mar
	15 Oct -	9 Nov		18 Mar -	12 Apr
	19 Nov -	14 Dec		22 Apr -	17 May
1963	7 Jan -	1 Feb		27 May -	21 Jun

CONFERENCE TECHNIQUES

(Pt-24 hrs)

1962	22 Oct -	28 Nov
1963	28 Jan -	6 Mar
	22 Apr -	29 May

DEPARTMENTAL BRIEFING

(Pt-3 hrs)

1962	25 Sep
	27 Nov
1963	22 Jan
	26 Mar
	28 May

DEPENDENTS BRIEFING

(Pt-6 hrs)

1962	4 Sep -	5 Sep	1963	5 Feb -	6 Feb
	2 Oct -	3 Oct		5 Mar -	6 Mar
	6 Nov -	7 Nov		2 Apr -	3 Apr
	4 Dec -	5 Dec		7 May -	8 May
1963	8 Jan -	9 Jan		4 Jun -	5 Jun

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INTELLIGENCE SCHOOL

EFFECTIVE SPEAKING

(Pt-24 hrs)

1962 10 Sep - 17 Oct
3 Dec - 23 Jan '63
1963 11 Mar - 17 Apr

GEOGRAPHY OF THE USSR

(Pt-72 hrs)

1962 8 Oct - 16 Nov

INSTRUCTOR TRAINING

(Ft or Pt)

Scheduled on request

INTELLIGENCE ORIENTATION - PHASE I

(Ft-40 hrs) (See Introduction to Communism - Phase II of IOC)

1962 17 Sep - 21 Sep
5 Nov - 9 Nov
1963 14 Jan - 18 Jan
18 Mar - 22 Mar
29 Apr - 3 May
10 Jun - 14 Jun

INTELLIGENCE REFRESHER

Scheduled on request

INTELLIGENCE RESEARCH (MAP & PHOTO INTERPRETATION)

(Pt-50 hrs)

1962 10 Sep - 12 Oct
1963 4 Mar - 5 Apr

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INTELLIGENCE SCHOOL

INTELLIGENCE RESEARCH - TECHNIQUES

(Ft-160 hrs)

1962 24 Sep - 6 Nov (FOR OSI)

INTELLIGENCE REVIEW

(Ft-80 hrs)

1962 1 Oct - 12 Oct

1963 8 Apr - 19 Apr

MANAGEMENT

(Pt-40 hrs)

GS 11-13

1962 3 Dec - 14 Dec

1963 4 Mar - 15 Mar

10 Jun - 21 Jun

GS 14 and Above

1962 10 Sep - 21 Sep

14 Oct (Sun) - 20 Oct (Sat)

1963 4 Feb - 15 Feb

15 Apr - 26 Apr

OPERATIONS SUPPORT

(Ft-200 hrs)

1962 29 Oct - 30 Nov

1963 14 Jan - 15 Feb

25 Mar - 26 Apr

27 May - 28 Jun

SUPERVISION (BASIC)

(Pt-40 hrs)

GS 5-9

1962 29 Oct - 9 Nov

1963 14 Jan - 25 Jan

6 May - 17 May

GS 10-12

1962 24 Sep - 5 Oct

1963 25 Mar - 5 Apr

TYPING FOR PROFESSIONALS (BASIC)

(Pt-40 hrs)

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INTELLIGENCE SCHOOL

WRITING WORKSHOPS
(Pt-27 hrs)

Correspondence: Register at any time.

BASIC:

1962	10 Sep -	3 Oct
1963	5 Feb -	28 Feb
	13 May -	6 Jun

INTERMEDIATE:

1962	20 Nov -	13 Dec
1963	12 Mar -	4 Apr

INTERMEDIATE (DDS ONLY):

1962	11 Sep -	4 Oct
	20 Nov -	13 Dec
1963	14 May -	6 Jun

ADVANCED:

1963	5 Feb -	28 Feb
	12 Mar -	4 Apr

DDS SPECIAL (GS-15 & ABOVE)
(Pt-27 hrs)

1962	23 Oct -	15 Nov
1963	12 Mar -	4 Apr
	14 May -	6 Jun

Pretests:

Last Monday of every month

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OPERATIONS SCHOOL

AIR OPERATIONS

(Ft-160 hrs)

1963 28 Jan - 21 Feb
 3 Jun - 28 Jun



(Ft-120 hrs)

1963 4 Feb - 21 Feb
 6 May - 24 May

CABLE REFRESHER

(Pt-4 1/2 hrs)

Scheduled on request

CLANDESTINE FIELD ACTIVITIES

(Ft-hrs as required)

Scheduled on request

CLANDESTINE SCIENTIFIC AND TECHNICAL OPERATIONS

(Pt-160 hrs)

1962 15 Oct - 9 Nov
1963 15 Apr - 10 May

CLANDESTINE SERVICES LIAISON OPERATIONS

(Pt-60 hrs)

1962 8 Oct - 26 Oct
 3 Dec - 21 Dec
1963 11 Mar - 29 Mar

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CLANDESTINE SERVICES REVIEW

(Ft-80 hrs)

1962	10 Sep - 21 Sep
1963	4 Feb - 15 Feb
	17 Jun - 28 Jun

COUNTERINTELLIGENCE FAMILIARIZATION

(Ft-80 hrs)

1962	10 Sep - 21 Sep
	13 Nov - 27 Nov
1963	28 Jan - 8 Feb
	25 Mar - 5 Apr
	13 May - 24 May

COUNTERINTELLIGENCE OPERATIONS

(Total 80 hrs)

(1st wk-Ft-40 hrs, 2nd & 3rd wks-Pt-20 hrs ea)

1962	8 Oct - 26 Oct
	3 Dec - 21 Dec
1963	25 Feb - 15 Mar
	22 Apr - 10 May



(Ft-40 hrs)

1963	22 Apr - 26 Apr
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OPERATIONS SCHOOL

COVERT ACTION OPERATIONS

(Pt-60 hrs)

1962	17 Sep -	5 Oct
	19 Nov -	7 Dec
1963	21 Jan -	8 Feb
	1 Apr -	19 Apr

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(Ft-80 hrs)

1962	22 Oct -	2 Nov
1963	25 Feb -	8 Mar

EVASION AND ESCAPE

(Ft-hrs as required)

Scheduled on request

INFORMATION REPORTING, REPORTS, AND REQUIREMENTS

(Ft-120 hrs)

1962	10 Sep -	28 Sep
1963	7 Jan -	25 Jan
	25 Feb -	15 Mar
	1 Apr -	19 Apr
	3 Jun -	21 Jun

INFORMATION REPORTS FAMILIARIZATION

(Pt-40 hrs)

1962	8 Oct -	18 Oct
	26 Nov -	7 Dec
1963	4 Feb -	15 Feb
	29 Apr -	10 May

25X1C14b

(Ft-80 hrs)

1963	17 Jun -	28 Jun
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OPERATIONS SCHOOL

OPERATIONS
(Ft-720 hrs)

1962 17 Sep - 25 Jan 63
1963 11 Mar - 12 Jul

OPERATIONS FAMILIARIZATION
(Ft-240 hrs)

1962 17 Sep - 26 Oct
1963 11 Mar - 19 Apr

PARAMILITARY OPERATIONS - BASIC
(Ft-480 hrs)

1963 4 Feb - 3, 10, or 17 May
(depending upon total number of
weeks in course)

RECORDS OFFICERS COURSE
(Pt-20 hrs)

To be scheduled on request of CS Records Committee

25X1C14b

[REDACTED]
(Ft-160 hrs)

1963 6 May - 31 May

STAYBEHIND
(Ft-hrs as required)

To be announced

SURVIVAL
(Ft-hrs as required)

Scheduled on request

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OPERATIONS SCHOOL

25X1C14b

[REDACTED]
(Ft-80 hrs)

To be announced

25X1C14b

[REDACTED]
(Ft-80 hrs)

To be announced

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September 1962

SCHOOL OF INTERNATIONAL COMMUNISM
AND THE USSR

ANTI-COMMUNIST OPERATIONS
(Pt-80 hrs)

1962 29 Oct - 23 Nov
1963 8 Apr - 3 May

COMMUNIST PARTY ORGANIZATION AND OPERATIONS
(Pt-80 hrs)

1962 1 Oct - 26 Oct
26 Nov - 21 Dec
1963 11 Mar - 5 Apr
3 Jun - 28 Jun

INTRODUCTION TO COMMUNISM
(Ft-80 hrs)

1962 24 Sep - 5 Oct
13 Nov - 23 Nov
1963 21 Jan - 1 Feb
25 Mar - 5 Apr
6 May - 17 May
17 Jun - 28 Jun

USSR - BASIC COUNTRY SURVEY
(Ft-80 hrs)

1962 29 Oct - 9 Nov
1963 22 Apr - 3 May

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CIA INTERNAL USE ONLYLANGUAGE SCHOOL

The actual number of weeks between the beginning and ending dates of a course does not in all cases correspond exactly to the stated length of the course. Extra weeks have been added to compensate for holidays and to obviate certain scheduling problems.

Language instruction is listed as RSW (Reading, Speaking, and Writing), RW (Reading and Writing), and as R (Reading).

Arabic (Lebanese-Palestinian dialect)

Basic (Ft-1600 hrs)	RSW	40 wks	15 Oct 62 - 16 Aug 63
			18 Feb 63 - 6 Dec 63

Arabic (Classical)

Basic (Pt-160 hrs)	R	40 wks	1 Oct 62 - 19 Jul 63
Workshop (Pt-60 hrs)	R	20 wks	1 Oct 62 - 1 Mar 63

Chinese

Basic (Ft-1600 hrs)	RSW	40 wks	10 Sep 62 - 12 Jul 63
Intermediate (Ft-1600 hrs)	RW	40 wks	10 Sep 62 - 12 Jul 63
Advanced (Ft-1600 hrs)	RW	40 wks	10 Sep 62 - 12 Jul 63

Chinese

Basic (Pt-120 hrs)	RW	Ph I (20 wks)	10 Sep 62 - 8 Feb 63
	RW	Ph II (20 wks)	10 Sep 62 - 8 Feb 63
	RW	Ph III (20 wks)	10 Sep 62 - 8 Feb 63
	RW	Ph III (20 wks)	25 Feb 63 - 12 Jul 63

Basic (Pt-144 hrs) (Special)	RW	Ph II (24 wks)	25 Feb 63 - 9 Aug 63
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Intermediate (Pt-120 hrs)	RW	Ph I (20 wks)	10 Sep 62 - 8 Feb 63
	RW	Ph II (20 wks)	10 Sep 62 - 8 Feb 63
	RW	Ph III (20 wks)	25 Feb 63 - 12 Jul 63

East European Languages

(Albanian, Bulgarian, Czech,
Hungarian, Polish, Serbo-Croatian)

Workshop (Pt-60 hrs)	R	15 wks	1 Oct 62 - 25 Jan 63
			4 Feb 63 - 17 May 63

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Language SchoolFrench

Basic (Ft-800 hrs)	RSW	20 wks	10 Sep 62 - 8 Feb 63 11 Mar 63 - 26 Jul 63
Intermediate (Ft-400 hrs)	RSW	10 wks	17 Sep 62 - 23 Nov 62 25 Feb 63 - 3 May 63
Basic (Pt) (Ph I & II 100 hrs) (Ph III - 60 hrs)	RSW	Ph I (10 wks) Ph II (10 wks) Ph III (10 wks)	1 Oct 62 - 7 Dec 62 7 Jan 63 - 15 Mar 63 25 Mar 63 - 31 May 63
Intermediate (Pt-60 hrs)	RSW	Ph I (10 wks) Ph II (10 wks) Ph II (10 wks) Ph I (10 wks)	1 Oct 62 - 7 Dec 62 1 Oct 62 - 7 Dec 62 7 Jan 63 - 15 Mar 63 10 Jun 63 - 16 Aug 63
Basic (Pt-60 hrs)	R	10 wks	1 Oct 62 - 7 Dec 62 25 Mar 63 - 31 May 63
Workshop (Pt-60 hrs)	R	10 wks	7 Jan 63 - 15 Mar 63 10 Jun 63 - 16 Aug 63
Seminar (Pt-60 hrs)	RSW	10 wks	1 Oct 62 - 7 Dec 62 14 Jan 63 - 22 Mar 63 10 Jun 63 - 16 Aug 63

German

Basic (Ft-800 hrs)	RSW	20 wks	17 Sep 62 - 15 Feb 63 18 Mar 63 - 2 Aug 63
Intermediate (Ft-400 hrs)	RSW	10 wks	24 Sep 62 - 30 Nov 62 25 Mar 63 - 7 Jun 63
Basic (Pt-120 hrs)	RSW	Ph I (20 wks) Ph II (20 wks) Ph I (20 wks) Ph II (20 wks)	10 Sep 62 - 8 Feb 63 4 Sep 62 - 1 Feb 63 25 Feb 63 - 12 Jul 63 18 Feb 63 - 5 Jul 63

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Language School

German

Intermediate (Pt-120 hrs)	RSW	Ph I (20 wks)	4 Sep 62 - 1 Feb 63
		Ph II (20 wks)	10 Sep 62 - 8 Feb 63
		Ph I (20 wks)	18 Feb 63 - 5 Jul 63
		Ph II (20 wks)	25 Feb 63 - 12 Jul 63

Italian

Basic (Pt) (Ph I & II 100 hrs)			
(Ph III - 60 hrs)	RSW	Ph I (10 wks)	8 Oct 62 - 14 Dec 62
		Ph II (10 wks)	8 Oct 62 - 14 Dec 62
		Ph II (10 wks)	7 Jan 63 - 15 Mar 63
		Ph III (10 wks)	7 Jan 63 - 15 Mar 63
		Ph III (10 wks)	25 Mar 63 - 31 May 63
Intermediate (Pt-60 hrs)	RSW	Ph I (10 wks)	25 Mar 63 - 31 May 63
		Ph I (10 wks)	10 Jun 63 - 16 Aug 63
		Ph II (10 wks)	10 Jun 63 - 16 Aug 63
Basic (Pt-60 hrs)	R	10 wks	1 Oct 62 - 7 Dec 62
			25 Mar 63 - 31 May 63
Workshop (Pt-60 hrs)	R	10 wks	10 Jun 63 - 16 Aug 63

Persian

Basic (Ft-960 hrs)	RSW	24 wks	17 Sep 62 - 15 Mar 63
			25 Mar 63 - 6 Sep 63

Russian

Full-time courses will be offered upon request.

Familiarization (Pt-24 hrs)	12 wks	1 Oct 62 - 21 Dec 62
		4 Feb 63 - 26 Apr 63
		6 May 63 - 26 Jul 63

Basic (Pt-120 hrs)	RSW	Ph I (20 wks)	1 Oct 62 - 1 Mar 63
		Ph II (20 wks)	1 Oct 62 - 1 Mar 63
		Ph III (20 wks)	1 Oct 62 - 1 Mar 63
		Ph I (20 wks)	18 Mar 63 - 2 Aug 63
		Ph II (20 wks)	18 Mar 63 - 2 Aug 63
		Ph III (20 wks)	18 Mar 63 - 2 Aug 63

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Language SchoolRussian

Intermediate (Pt-120 hrs)	RSW	Ph II (20 wks) Ph I (20 wks)	1 Oct 62 - 1 Mar 63 25 Mar 63 - 9 Aug 63
Advanced (Pt-90 hrs)	RSW	Ph I (15 wks) Ph II (15 wks)	1 Oct 62 - 25 Jan 63 11 Feb 63 - 24 May 63
Intermediate Seminar (Pt-80 hrs)	RS	40 wks	1 Oct 62 - 2 Aug 63
Advanced Seminar (Pt-80 hrs)	RS	40 wks	1 Oct 62 - 2 Aug 63
Basic (Pt-90 hrs)	R	Ph I (15 wks) Ph II (15 wks) Ph II (15 wks)	1 Oct 62 - 25 Jan 63 1 Oct 62 - 25 Jan 63 4 Feb 63 - 17 May 63
Intermediate (Pt-90 hrs)	R	Ph II (15 wks) Ph I (15 wks)	1 Oct 62 - 25 Jan 63 4 Feb 63 - 17 May 63
Intermediate Sci. & Tech. (Pt-90 hrs)	R	Ph II (15 wks) Ph I (15 wks) Ph II (15 wks)	1 Oct 62 - 25 Jan 63 18 Feb 63 - 31 May 63 17 Jun 63 - 27 Sep 63
Intermediate Econ. & Polit. (Pt-90 hrs)	R	Ph II (15 wks) Ph I (15 wks) Ph II (15 wks)	1 Oct 62 - 25 Jan 63 18 Feb 63 - 31 May 63 17 Jun 63 - 27 Sep 63
Basic Special (Pt-200 hrs)	R	40 wks	1 Oct 62 - 2 Aug 63
Workshop (Pt- 160 hrs)	R	40 wks	1 Oct 62 - 2 Aug 63
Intermediate Interpreter (Pt-90 hrs)		15 wks	22 Oct 62 - 8 Feb 63 25 Feb 63 - 7 Jun 63 24 Jun 63 - 4 Oct 63
Advance Interpreter (Pt-90 hrs)		15 wks	22 Oct 62 - 8 Feb 63 25 Feb 63 - 7 Jun 63 24 Jun 63 - 4 Oct 63

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Language School

Russian

Intermediate Refresher (Pt-45 hrs)	RSW	15 wks	14 Oct 62 - 1 Feb 63 18 Feb 63 - 31 May 63 17 Jun 63 - 27 Sep 63
Intermediate Refresher (Pt-45 hrs)	R	15 wks	14 Oct 62 - 1 Feb 63 18 Feb 63 - 31 May 63 17 Jun 63 - 27 Sep 63

Spanish

Full-time Spanish Course will be offered upon request.

Basic (PT) (Ph I & II-100 hrs) (PH III - 60 hrs)	RSW	Ph III (10 wks) Ph I (10 wks) Ph II (10 wks) Ph III (10 wks)	1 Oct 62 - 7 Dec 62 1 Oct 62 - 7 Dec 62 7 Jan 63 - 15 Mar 63 25 Mar 63 - 31 May 63
Intermediate (Pt-60 hrs)	RSW	Ph I (10 wks) Ph II (10 wks) Ph I (10 wks) Ph II (10 wks) Ph I (10 wks)	1 Oct 62 - 7 Dec 62 1 Oct 62 - 7 Dec 62 7 Jan 63 - 15 Mar 63 25 Mar 63 - 31 May 63 10 Jun 63 - 16 Aug 63
Basic (Pt-60 hrs)	R	10 wks	1 Oct 62 - 7 Dec 62 25 Mar 63 - 31 May 63
Workshop (Pt-60 hrs)	R	10 wks	10 Jun 63 - 16 Aug 63

VLTP Courses

Fall-Winter Semester: 17 Sep 62 - 8 Feb 63
Spring-Summer Semester: 18 Mar - 2 Aug 63

Tutorial instruction can be arranged for:

Bulgarian, Czech, Greek, Hungarian, Japanese, Polish, Romanian,
Serbo-Croatian, Spanish, and Turkish.

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